

Kingston Fire District
Finance Committee Meeting
January 26, 2012

Minutes

Call to Order: Warden Sciabarrasi called the KFD Finance Committee Meeting to order at the Kingston Fire Station at 9:11 a.m. Present were KFD Warden Ina Sciabarrasi, KFD Treasurer Carleen Lefebvre, URI Asst. VP Business Services J. Vernon Wyman, and URI Director of Public Safety Robert Drapeau, KFD Chief Nate Barrington and KFD District Manager Jodi Hall.

Absent: The Committee was all present. There was no one from the public.

Treasurer's Report: Lefebvre presented the Treasurer's Report. Wyman asked what the Prepaid Expenses were. Hall advised that line item is for the hydrant rental from the Kingston Water District and that there are some journal entries necessary to get the line item up to date. There was brief discussion on the relationship with KWD and the rental of hydrants. It is currently being charged to the Fire Districts so the water bill to the community can be lower as they are able to write off fire taxes when doing their taxes. Drapeau questioned the Deputy Chief salary line item. It was explained that this is a "clean up" that needs to take place as currently there are 2 line items for the Deputy Chief and there should only be one. Drapeau and Wyman asked some of the accounts receivable aging customers. Hall explained that there were some outstanding invoices from an employee change over at Global Spectrum and they are looking into the delinquency. Hall also explained RIEMA is for the last quarter of the Decon Grant to be reimbursed. Hall will also be sending out past due notices and following up with delinquent accounts. There were no further questions.

Approval of Minutes: The members present reviewed and approved the Minutes of the last meeting on November 10, 2011.

New Business:

- **2012/2013 Budget Proposal:** The Committee reviewed the proposed budget. Wyman noted that the adjustment to the proposed budget compared to the projected proposed budget from December 8, 2010 are limited and minor and do not affect the projected income. The changes to the Capital Reserve Funds were just redistributed with delayed expenditures. The addition of a Training Coordinator salary line item was pointed out and briefly discussed. Discussion was also held on the separation of the Office Manager's salary and health care as KFD policy states that the District will provide single person health coverage. Having a cap on the amount the District would be responsible for was briefly discussed and Barrington said that would be something that the Board of Wardens would have to review and decide on. The proposed budget is being presented to the Board at their meeting on January 26, 2012.

- **Contract:** The 2 year Contract between URI and KFD will be starting its second year. Therefore the Committee decided that the contract process be put on the Agenda for the next scheduled Finance Committee Meeting on March 15, 2012
 - **Lease:** Wyman told the Committee that the lawyer who is reviewing the lease has been out for medical reasons therefore there is nothing further to report.

Old Business:

- **Consolidating Finance:** Hall told the Committee that she has been in touch with Leasing 2, Inc. and Washington Trust and is currently gathering the paperwork together to give to the companies to review for consolidating the loans.
- **Generator:** Wyman stated that currently there is no further information regarding the generator.

Next Meeting:

- March 15, 2012 at 9:00 AM at the KFD Station – Finance Committee Meeting
- April 19, 2012 at 7:00 PM at the KFD Station – Budget Hearing
- May 7, 2012 at 7:00 PM at the KFD Station – Annual Meeting
- May 24, 2012 at 9:00 AM at the KFD Station – Finance Committee Meeting
- August 8, 2012 at 11:00 AM at the KFD Station – Finance Committee Meeting
- October 17, 2012 at 11:00 AM at the KFD Station – Finance Committee Meeting

The meeting was adjourned at 10:26 a.m.